

## VACANCY ANNOUNCEMENT

(Announcement No. 13/10)

**OPEN TO:** All interested candidates  
**POSITION:** **Cashier, FSN-8**  
**OPENING DATE:** April 25, 2013  
**CLOSING DATE:** May 10, 2013  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Actual salary will be based on the qualifications of the applicant.

**NOTE: THIS IS A LOCAL POSITION. THE SELECTED CANDIDATE WILL COME UNDER LOCAL LABOR LAW, AND BE PAID ACCORDING TO THE EMBASSY'S LOCAL COMPENSATION PLAN. ALL ORDINARY RESIDENT APPLICANTS MUST BE RESIDING IN LAOS AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Vientiane is seeking an individual for the position of **Cashier** in the Financial Management Office (FMO), Management Section.

### **BASIC FUNCTION OF POSITION:**

Incumbent serves as the Principal Class B Cashier, responsible for the full range of cashier transactions at post. Manages nine sub-cashiers and coordinates transactions in three-currencies.

*(Full position description may be obtained from HR office.)*

### **QUALIFICATIONS REQUIRED:**

- 1. Education:** Completions of secondary school and two years training or equivalent work experience is required.
- 2. Prior Work Experience:** Five years of progressively responsible work is required.
- 3. Language Proficiency:** Level IV fluent written and spoken English and Lao; Level III good working knowledge of Thai is required.
- 4. Knowledge:** Must be thoroughly familiar with 4FAM, 4FAH, Cashier User Guide, USDO regulations and policies, and ACS operations. Must also be expert in host country banking regulations on currency exchange and banking practices.
- 5. Skills and Abilities:** Must be able to use ACS system, transaction reports, financial spreadsheets, adding machines, note counting machines and standard PC software. Must be able to deal with a broad range of problems relating to payments and collections, currency exchange and reconciling accounts of sub cashiers.

### **HOW TO APPLY**

Interested applicants for this position must submit the following for the application to be considered:

1. Universal Application for Employment (Form DS-174). Download the form at: [http://laos.usembassy.gov/job\\_opportunities.html](http://laos.usembassy.gov/job_opportunities.html)
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

Human Resources Office

American Embassy

Rue Bartholonie, That Dam

PO Box 114, Vientiane, Laos

(Hardcopy or e-mail attachments are accepted)

**POINT OF CONTACT**

Telephone: 856-21-267176

Fax: 856-21-267140

E-mail: [VientianeHRO@state.gov](mailto:VientianeHRO@state.gov)

Interested persons should contact Embassy Human Resources Office for more information.

Blank application forms may be picked up from the cabinet inside the Embassy entrance.

Only shortlisted candidates will be notified.

**CLOSING DATE FOR THIS POSITION: May 10, 2013**

An Equal Opportunity Employer